

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

1.01 Committee Policies and Procedures

Date of Original Issue: 2/27/2004

Date Modified: <none>

PURPOSE

This policy assures timely and systematic review of proposed and revised administrative policies by outlining the procedures to be followed for their initiation and review.

INTENT

The intent of this policy is to provide a streamlined method for proposing ICSEW policy and procedures that allows for comment by any ICSEW member without creating lengthy agenda items.

SCOPE

This policy applies to all new committee policies and procedures and to the periodic review of existing committee policies and procedures, updates for legislative enactments, or executive orders.

POLICY

Committee policies and procedures shall meet the following criteria:

- Policies and procedures that address the same issue shall be combined into one document.
- The description of the policy shall be general.
- Policies and procedures shall address recurring issues.
- Mandating authorities shall be cited and summarized as appropriate.
- Policies and procedures shall be formatted consistent with this document.
- Policies and procedures shall exist, and be accessible to all staff, both in print and electronic format.

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PROCEDURE

New policies and procedures and proposed revisions shall be reviewed and adopted as follows:

1. Proposed and revised policy and procedures may be drafted by any committee member
2. Policy and procedure revisions will be presented with a current policy and procedure marked for proposed revisions for easy identification of proposed changes
3. The ICSEW Chair via electronic mail will introduce proposed new or revised policies and procedures to the ICSEW Executive Board.
4. The Executive Board will have seven days to review the proposed draft and provide comments back to the ICSEW Chair.
 - a. If the ICSEW Executive Board comments (or lack thereof) indicate a consensus agreement with the proposed policy, the ICSEW chair will go to the next step to present to the ICSEW membership.
 - b. If the ICSEW Executive Board comments indicate a minor change is needed to make the proposed policy and procedure appropriate, the ICSEW Chair may make the suggested change and resubmit to the ICSEW Board for comment with a new seven-day deadline.
 - c. If there is a major concern or comment regarding the proposed policy or procedure it will be placed on the next Executive Board Meeting agenda for discussion and vote.
5. The ICSEW Chair will present Board approved policies and procedures to the ICSEW membership via electronic mail.
6. The ICSEW membership will have seven days to review the proposed draft and provide comments back to the ICSEW Chair.
 - a. If the ICSEW Membership comments (or lack thereof) indicate a consensus agreement with the proposed policy and procedure, the ICSEW Chair will adopt and publish the policy and procedure.
 - b. If there is a major concern or comment regarding the proposed policy and procedure it will be placed on the next General Membership meeting agenda for discussion and vote.

The ICSEW Chair may assign any ICSEW member to draft a policy and procedure. The assignment include a clear definition of the specific policy and procedure to address and have a 30-day due date.

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RELEVANT LAW AND OTHER RESOURCES

No resources referenced.

Board Approved:
February 19, 2004

Committee Approved:
February 27, 2004